

**San Dieguito Union High School District
PERSONNEL COMMISSION**

Regular Meeting Minutes

3:30 PM, .November 12, 2019

710 Encinitas Blvd., Encinitas, CA 92024

San Dieguito Union High School District Office - Board Room

REGULAR MEETING/OPEN SESSION

1. CALL TO ORDER

The meeting was called to order at 3:32 p.m. by JOHN BAIRD.

2. PLEDGE OF ALLEGIANCE

Commissioner Baird led the pledge of allegiance.

Members in Attendance

John Baird

Jeff Charles

Justin Cunningham

Staff in Attendance

Susan Dixon, Director

Kathy Potter, Human Resources Technician

Guests

Carmen Blum

Tina Douglas

Debbie Johnson

April Llamas

3. APPROVAL OF THE AGENDA FOR THE NOVEMBER 12, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JUSTIN CUNNINGHAM seconded by JEFF CHARLES, to approve the agenda for the November 12, 2019, Personnel Commission Regular Meeting.

Passed unanimously with 3 Ayes.

4. APPROVAL OF THE MINUTES FOR THE OCTOBER 15, 2019, PERSONNEL COMMISSION REGULAR MEETING.

It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve the minutes for the October 15, 2019, Personnel Commission Regular Meeting.

Passed unanimously with 3 Ayes.

ACTION ITEMS

5. ELIGIBILITY LISTS TO BE ESTABLISHED

A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to establish an Eligibility List for ADMINISTRATIVE ASSISTANT IV, SR-44, Open/Promotional, six months eligibility.

Passed with 3 Ayes.

B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to establish an Eligibility List for ACCOUNTING ASSISTANT, SR-40, Open/Promotional-Dual Certification, six months eligibility.

Passed unanimously with 3 Ayes.

6. ELIGIBILITY LISTS TO BE APPROVED

- A. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve a merged Eligibility List for CUSTODIAN, SR-32, Open/Promotional-Dual Certification, eligibility from 10/11/19. *Motion was modified to add “merged”; ranks remained on list; however, fewer than three. Passed unanimously with 3 Ayes.*
- B. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve a merged Eligibility List for THEATER TECHNICIAN, SR-41, Open/Promotional -Dual Certification, eligibility from 10/15/19. *Motion was modified to add “merged”; ranks remained on list; however, fewer than three. Passed unanimously with 3 Ayes.*
- C. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for SCHOOL PLANT SUPERVISOR – HIGH SCHOOL, SR41, Promotional Only, eligibility from 10/24/19. *Passed unanimously with 3 Ayes.*
- D. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to approve an Eligibility List for INSTRUCTIONAL ASSISTANT SP ED SEVERE, SR-36, Open/Promotional, eligibility from 10/16/19. *Motion was modified to reflect SR36, instead of SR34. Passed unanimously with 3 Ayes.*
- E. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to approve an Eligibility List for NUTRITION SERVICES ASSISTANT I, SR-25, Open/Promotional-Dual Certification, eligibility from 10/29/19. *The list included extending the eligibility of a candidate about to expire. Passed unanimously with 3 Ayes.*

7. CLASSIFICATION REVIEWS

- A. Accounting Assistant and Accounting Technician
 - 1. It was moved by JEFF CHARLES, seconded by JUSTIN CUNNINGHAM, to revise the job description for Accounting Assistant as proposed. *The term “journey-level” was discussed as were education and experience requirements.*
 - 2. It was moved by JUSTIN CUNNINGHAM, seconded by JEFF CHARLES, to revise the class description for Accounting Technician as proposed as well as amending the Education and Experience section as proposed. *Ms. Blum pointed out the Education and Experience sections did not follow standard formatting so Director Dixon indicated she would separate those two sections as was done for Accounting Assistant. Both passed unanimously with 3 Ayes.*
- B. Director of Transportation
 - 1. Motion by JEFF CHARLES, second by JUSTIN CUNNINGHAM, to revise the Director of Transportation job description as proposed.
 - 2. Motion by JUSTIN CUNNINGHAM, second by JEFF CHARLES, to recommend to the SDUHSD Board of Education allocation of the classification of Director of Transportation to Range 4 of the Management Employees Salary Schedule. *Both passed unanimously with 3 Ayes.*

DISCUSSION/INFORMATION ITEMS (See Supplements)

8. CLASSIFIED STAFF WORKING IN A BILINGUAL CAPACITY

Carmen Blum spoke on the District’s use of Instructional Assistants – Bilingual in the past. She also provided a handout from the California Department of Education with data on English Language Learners. Ms. Blum requested that the Personnel Commission conduct a study to address this issue. Commissioner Baird asked the Director to conduct a study of positions using bilingual skills to determine if employees are working out of class. Director Dixon stated data is available as to how districts address use of bilingual skills.

After considerable discussion on different components of this issue, it was agreed that the study should start with the Director surveying administrators at each site to identify employees who may be using bilingual skills on a regular basis.

9. STAFF COMMENTS ON PERSONNEL ACTIVITIES

- A. Vacancy Report - Director Dixon commented that there seemed to be a wave of vacancies with a number of positions filled in the last week, including three part-time Nutrition Services Assistants.
- B. Personnel List Report – Commissioner Baird pointed out again that the term substitute is not a term that appears in the Education Code for merit systems. Director Dixon explained the reason for the use of that term and said she would see if the District could use the phrase “limited-term” instead.
- C. Other

10. CORRESPONDENCE – The classified employee newsletter was shared with the commissioners.

11. PUBLIC COMMENTS

The Public Comments Section of the meeting provides the opportunity for individuals to address items that are not on the agenda. In accordance with the Brown Act, Personnel Commissioners may not engage in a discussion of non-agenda items or issues raised during public comments except to 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

- A. California School Employees Association – April Llamas thanked the commission for their thorough review of items
- B. San Dieguito Union High School District - None
- C. Public - None

12 NEXT PERSONNEL COMMISSION MEETING

The next regular meeting of the Personnel Commission is scheduled for Tuesday, December 10, 2019, at 3:30 P.M. at San Dieguito UHSD office, 710 Encinitas Boulevard, Encinitas, CA 92024.

13. ADJOURNED – 5:32 PM